STATE OF MISSOURI
IMFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
January 30, 2002

ATTENDEES:

Jill Hansen	Maj. Curt Christian	Ron Thomas
Brenda Dillane	Jim Weber	Tom Stokes
Rex Peterson	Kim Potzmann	Debbie Tedeschi
Gina Hodge	Paul Wright	Jan Grecian
Ron Welschmeyer	Jim Poole	Karen Boeger
Dennis Bax	Chris Wilkerson	Brenda Wilde
Jeff Falter	John Mullen	Dan Steidley
Don Loyd	Tim Haithcoat	Dean Williams
Gary Lyndaker	Ted MacDonald	Jeff Schloss
Lyndon Mote	Ritchie Jenkins	Tony Spicci
Cliff Gronauer	Steven Adams	Michael Ramatowski
Rich Beckwith	Scott Baxter	T. F. Robbins
Gail Wekenborg		

PRESENTATIONS

Tamara Kamna and Dave Draxler with IMARK Communications
IMARK Communications is a company that specializes in organizing technical conferences for various enities.
They came to present the opportunity to put together a conference that incorporates State Government, County and
City Governments and private sector. It could also help educate us with what is happening in other areas throughout
the State. They presented the possibility of an IMARK event in St. Louis the latter part of May. There was
discussion if the group felt this would be something beneficial and possibly replace what use to be MOGITM
(Missouri Government Information Technology Managers Group). Most felt this would be worth exploring the
opportunity.

GIS merit positions - Tony Spicci, Chair of MGISAC
Tony talked of a proposal that has been put together to establish a series of GIS positions within the Missouri merit
system. At the present time there are no GIS titles in the Missouri merit system, making it very difficult to recruit
and hire experienced GIS professionals. The MGISAC proposed five positions: a GIS Technician I, GIS
Technician II, GIS Analyst, GIS Specialist and GIS Coordinator. The Technician I is an entry level position and the
Technician II position starts more of an analyst role. The Analyst position is more in-depth research plus the person
will work independently and be more of a middle level person. The Specialist position will be more of an advanced
position with more experience and the Coordinator will have supervisory functions and responsible for coordination
both inter-agency and intra-agency in the world of GIS. There was much discussion on this issue.

ACTION ITEMS

1.   Approval of the December 19th, 2001, Information Technology Advisory Board Meeting Minutes

Moved and approved with the changes requested below.

Page 4, Item #7   "Personnel Committee Update" – First paragraph was changed to read:
"GIS Position – When it comes to the number of positions, OA' direction is to decrease the number of positions
recommended by the MGISAC from five to four. Furthermore, the number of ranges between all proposed positions
must be consistent. The ITAB directed that the MISAC submit four proposed positions, that they be as evenly
spaced as possible and that the entry level position be consistent with the CIT I classification."

Page 1, Paragraph 2 -- Rich Beckwith -- Contract was VOCA (Victims of Crime Act) not VAW (Violence Against Women).

Page 4, Item #11 – Gary Lyndaker -- HIPPA meeting was held February 7.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

E-Government – FY03 Budget Request did not receive Governor's recommendations.   The Governor's Office in Washington DC is beginning to put together a program that will make E-Government a federal priority for Missouri that will be submitted on February 11 to the congressional delegation. Washington's attitude is E-Government is closely tied to the area of Homeland Security and specifically to business continuity. There is $38 billion dollars in the President's budget for Homeland Security in FY03. Three and one half billion will go into the area of first responders and be administered by FEMA. The 34.5 billion dollars that is yet un-appropriated will go to the States and be State managed, with 75% going to local agencies and 25% would staying with State Government. We do intend to proceed with the award of a contract under the request for proposal that is currently in evaluation and hope to have that awarded late February or early March. We also plan to proceed with the development of Business to Business (B to B) request for proposal. We expect to have the FY02 funds that have not been expended yet, to be re-appropriated. We still have three FTEs and hope to bring the third member of the team on board, by July 1. One of the projects to be looked at is the Data Dictionary, along with a project out of the traumatic brain injury effort that is currently underway and a project out of the work force development. Part of the reason these projects have been chosen is because they have federal funding behind them. We will still proceed with the implementation of the portal prototype that was developed by the digital media developers group. Even though E-Government did not receive funding, is still a priority with the Governor's Office. The Governor's recommendations did include $600,000 for business continuity, which addresses across the board what all agencies are engaged in and is not focused exclusive on the State Data Center. In the decision item and the Governor's recommendations for Business Continuity the request is $600,000 this year, 1.8 million next year and 2.7 million the following year and every year thereafter. As of now the thinking is 25% of 34.5 billion could be money available to States for federal FY03 (October 1).

Home Land Security - Final meeting of Mo Security Panel was January 25 at Washington University in St. Louis. Each committee presented their findings to the Governor. The Cyber and Critical Technologies Committee have met and have a list of recommendations. Tim Daniels is compiling an interim report and will be available to the Security Panel on February 4. Tim Daniels will submit the report as part of the federal priority package to Christy Gallagher. In the State package there is about 8 million dollars set up for security in FY03. Two and a half million of that belongs with Homeland Security and $600,000 that is specifically appropriated in OIT. One big initiative that has emerged in Homeland Security is the issue of GPS Technology and the issue of GIS Technology.

HIPPA - Currently has a position that continues to request a delay in timelines, continues to take the position about an un-funded federal mandate, although the congressional budget office has not issued that as a ruling. This administration feels this is an un-funded mandate, however, the congressional budget office does not agree. February 24-26 is the National Governor's Association and Gov. Holden will attend. Gov. Holden is on a sub-committee that directs that HIPPA policy. States are starting to get their legal staffs prepared to handle expected law suits, by not being HIPPA complaint.

URL Management – There is a move on URL management with .US extensions. A contract has been awarded to New Star to manage all of the .US extensions. New Star will start the process to reserve URL names. (i.e., Missouri.US, ShowMe.US, Re-discover Your Missouri.US, etc.) Eventually, NGA and NASCIO will probably come back to us with a letter stating, if Missouri were to set aside URLs, what would they be? If any ITAB members have any suggestions about URLs that are important to their agency/department, that would the .US extension and you want this set aside, please submit these URLs to Gerry. More than likely, there will be a cost associated with this but at this time it has not been determined. You might want to think of the URLs and just not what you might want to use, but also, what you might NOT want others to use. (i.e., "state.mo.us.com" is a porno site)

Symantec, Norton, MacAfee Anti-virus - Gerry has had one meeting with them and will be sending out the latest figures hopefully the last week of January. The direction is that we shouldn't do a single contract from a standards perspective that says "Symantec here you go." We have a number of others, Norton, MacAfee, CA and we should

be thinking of obtaining a statewide contract that would give us enterprise pricing but deals with protection at the server level and protection at the client level.

2.   Miscellaneous Items (Jill Hansen)

Letters - New letters should be submitted on a yearly basis, to the new chair person, stating who the voting member is and their alternate. The letters should be sent from Department Heads or the agency superior. This is also true for ex-offico members, it is not mandatory but we would like to receive letters on ex-offico members. A sign up sheet was passed out asking for name, Department and the Department head or who the ITAB member reports to.

ITAB Calendar - 2002 Calendar – Jill asked for updates for 2002. The Calendar is kept on OIT web-site.   Any meetings that members would like on the calendar, send to Mary Luebbert and she will see that meetings are added to 2002 calendar.

3.   Personnel Committee Update (Chris Wilkerson/Jan Grecian)

Chris Wilkerson also discussed GIS positions. Chris asked ITAB members how many GIS position should we ask for from OA Personnel? There has been much discussion as to how many DIS positions are needed, 4, 5, 6, etc. Deana Brandt, who heads the OA Personnel Classification Section, will support 4 GIS positions but ITAB Personnel Committee is asking for 5 to 6 positions. OA Personnel Classification Section will not support a GIS Training Position (the lowest level position). Chris suggested that the GIS Technician I position be eliminated and the GIS Technician II position be changed to read "GIS Technician" position. With this modification we would have 4 GIS positions, a Technician, an Analyst, a Specialist and a Coordinator. These four positions would be accepted by OA Personnel Classification Section.

Motion was made by Jim Roggero to amend the GIS position package to 4 positions (dropping the lowest position, Technician I Position). Cliff Gronauer seconded the motion. Motion was passed.

Chris talked about updating membership to ITAB Personnel Advisory Committee. Chris has heard from 6 persons (Jeff Falter, Jim Roggero, Jim Poole, Gina Hodge, Lyndon Mote and Rex Peterson) interested in being on the committee, if you are interested please contact Chris within the next couple of weeks.

Chris talked about the layoff issues – The committee has not had a chance to deal with this issue. In DNR, Chris has asked that they look at all positions, including computer operator positions. Chris believes we have ability to control layoffs based on specialties. This is done with the way an employee is classified. Chris needs to get clarification on the actual wording but Deana Brandt with OA Personnel said the language would allow this to happen and that there are seven different specialties.

4.   Architecture Review Committee Update (Jim Weber/Bob Meinhardt)

Jim Weber acknowledged Gay Lyndaker, Ron Welschmeyer, Rex Peterson, Mary Willingham, Lew Davison and Bob Meinhardt for serving on the Architecture Review committee. Barb Kiso has recently joined the committee working with Bob Meinhardt regarding architecture and Ron Thomas regarding e-government.

The next meeting will be February 7, the committee will be working to finalize chapters 7 and 8 of the manual. The committee is also expecting comments from National Systems Research (NSR) regarding the readability and continuity of chapters 1-4. The committee will visit with NSR regarding suggestions for Chapter 7, Domain Documentation Templates and Processes, and Chapter 8, Approach to Domain Architecture Development. NSR will describe the templates in Chapter 7. These templates will be used by the domain committees (not yet established), to develop and document the architecture. The NSR presentation will also describe Chapter 8 the development process, which is a series of classes and workshops that explain how to execute the development process.

5.   Distance Learning Update (LTC Tom Smith)

Keith Crumley gave report. In coordination with Coordinating Board of Higher Education the committee is putting together a web based "TV Guide" reflecting synchronous and asynchronous training opportunities and will be

available for use by State agencies. Initial efforts will be operational by February ITAB. Consulting with Centratl Missouri State University (CMSU) and University of Missouri Outreach and Extension (UMOE) to define scheduling capabilities and requirements. Cost avoidance associated with VTC in lieu of travel, the prototype will be available by February ITAB. Following the lead of the Security committee, this committee will be developing a Charter for ITAB approval

6.   Project Management Committee Update (Jim Rogerro/Tom Stokes)

Jim Roggero reported they had had two meetings since last ITAB meeting. The Charter should be in final draft and it will be presented for approval by ITAB at the February meeting.

 ➢ Performance Measures (Cliff Groneaur/Tom Stokes)
     Working on identifying committee members. Should have complete by February ITAB meeting.

 ➢ Total Cost of Ownership (Dennis Bax/Jan Grecian)
     Meeting is scheduled for February 15. Reviewing the draft and making sure it will align with what is being done with project management.

 ➢ Risk Management (Dave Schulte/Tom Stokes)
     Working on identifying committee members. Should have complete by February ITAB meeting.

 ➢ Project Oversight (Gail Wekenborg/Debbie Tedeschi)
     Committee has not met but plans to meet in late February or early March.

7.   Internet/MOREnet Update (Tony Wening)

Distributed a MORnet brochure. Announced the on line resources are available and will be discussed further at the February ITAB meeting.

8.   Statewide Purchasing Update (Karen Boeger)

Intrusion Protection as has been awarded to Maryville Technologies, the manufacture is ISS and the product name is Real Secure. Julie Branigan is the buyer if anyone has any questions.
GWI (help desk software) has been finalized. Still working on Magic, terms and conditions and hope to have completed by next ITAB meeting. The Verisign contract has been set up and Fixes Asset inventory software has also been awarded.
Working on Oracle and waiting for Oracle to get back to Julie Branigan. Karen is working on IT consulting to bring it to closure. Karen has sent out requests for current existing contractors to extend the contracts for existing projects through April 30. Karen has not gotten the requests back as of yet so PAQs cannot be finalized. If you have something in process prior to the current expiration date of February 17, this will allow you to finish it up by April 30. Anything that starts February 18 or after will have to start with the new contract.
E-Government had a total of seven responses and is in the evaluation stage and should wrap up by the end of February.
Purchasing is also working on the rebid of statewide networking products as well as the rebid of the prime vendor contract. Karen has a meeting with Gerry and Jim Mulaski regarding the prime vendor rebid and the probability of using Western States Contracting Alliance (WSCA) including MBE/WBE as it pertains to PC purchases. The current contract is with World Wide Technologies and the state is getting 100% MBE credit for all PC purchases, to move in the direction of WSCA would mean that not happening; providing it is 100% MBE when it is rebid. The question becomes what percentage are we trying to target for prime vendor, and whether or not we can do WSCA.

9.   MOTEC Update (Gina Hodge/Jim Weber)

In the next couple of weeks, Tom Robbins will be sending out FTE counts to the ITAB directors for confirmation. The FTE count was gotten off the SAM II HR system of active positions not necessarily filled positions. Tom gathered these positions by a group classification of Computer Positions. Those that didn't have any in the group classification, Tom pulled by title. This is different that how we pulled last year, last year we did not have access to SAM II HR system as it is today.

Tom is working with Purchasing to include training needs in any software purchase contract. Please include training needs in any software contract purchases, if at all possible.

In March, New Horizons is providing free workshops on data security. There will be one for anyone who has not heard of Data Security and wants to know what it is all about and another one that is more technically detailed for people in the security field. They are vendor generic presentations.

10.   Security Committee Update (Rex Peterson/Bob Meinhardt)

The security committee met and recommended that email votes could be taken with 24-hour notice. Col. Smith was at the security committee meeting and presented what the military does for INFOCON and proposed that maybe the State would like to look at this. A subcommittee has been formed to work with the National Guard to how this could be applied to State Government. At the committee meeting, there was also discussion of firewall standards in the state. If some agencies do not meet firewall standards, it puts everyone at risk

11.   Technology Services Update (Gail Wekenborg)

        No Report

12.   HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt)

There is a meeting the first part of February. Cost estimates need to be completed by February 24.

13.   Sam II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi)

No Report by the User Group. Chris Wilkerson discussed SAM II HR reports and plans to talk with Jill about a presentation of the DNR HR SAM II system at the February ITAB meeting.

14.   Privacy Committee (Scott Peters/Bob Meinhardt)

        No Report

15.   Mentoring (Tim Dwyer/Jan Grecian)

Tim is working on membership.

OPEN DISCUSSION

REVIEW OF ACTION ITEMS

NEXT MEETING

1.   The next ITAB Meeting is scheduled for **February 27, 2002 at the Governor Office Building Room 450, 200 Madison Street.**

JH/bd

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Representatives of the news media may obtain copies of this notice by contacting:

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